

RESTORATION OF OUR TREES (ROOT)

ROLES AND RESPONSIBILITIES

LOCAL PARTNER (LP)

- The main role of the LP is to serve as local administrator for the program.
 - The LP may receive a cost-share grant or will have the opportunity to charge a service fee of up to \$3.00 per tree to offset administration costs associated with the program. The LP is also eligible to purchase a maximum of 10 trees at the reduced cost.
- Responsibilities include:
 - Promoting program in region that local partner will be serving.
 - Program promotion includes newsletter articles, press releases, community access announcements, flyers, etc.
 - Handling and processing tree orders and all charges associated with order.
 - In this pilot project, each LP will have up to 300 containerized trees available for purchase by homeowners and LP. The homeowner will pay approximately 50% of the cost of the tree and DTE Energy Foundation will pay the balance. The LP will take pre-orders for the trees and collect the homeowner's share of the tree cost. The LP will then be responsible for sending a tree count for the total pre-ordered trees, not to exceed the number of trees awarded to LP, and homeowner payment for said trees to the Michigan DNR. The Michigan DNR will pay the nursery for the trees and the trees will be delivered to the LP's distribution site.
 - The Michigan DNR will determine the dispersal of the uncommitted balance of trees.
 - Trees will be delivered in April 2008. Trees must be distributed within 7-10 days of delivery. Please keep in mind that the trees must be cared for (i.e., watered) while storing.
 - Selecting a site and date for distribution of up to 300 containerized trees.
 - Coordination of tree distribution with staff and volunteers. Need to ensure that there will be enough people to staff a one-day distribution of trees.
 - Any pre-ordered trees that are not picked up on the distribution date will be given to the LP for use where they choose.
 - Provide program evaluation (provided by State) detailing administrative process, financial costs, outcomes and successes and challenges.
 - If the LP is awarded a grant, they must submit for reimbursement of the administration grant and documenting all income/expenses associated with ROOT. This documentation is to be submitted with reimbursement request to the Michigan DNR (see Administration Grant Information below).

STATE OF MICHIGAN

- Create bid for trees and send out Invitation to Bid to nurseries.
 - Select winning bid(s)
 - Order trees
- Assist local partner in promoting program
- Assist local partner in program administration by creating spreadsheet templates.
- Evaluate the program. Distribute surveys to LP and select homeowners to rate overall program.
- Coordination of LP and corporate sponsor participation.

ADMINISTRATION GRANT INFORMATION

The LP may receive a 50:50 cost share, reimbursement grant to assist in off-setting the administrative costs associated with the program. The grant will be paid out after the project is completed and the LP has submitted the appropriate final reporting paperwork provided by the Michigan DNR.

COST SHARE/MATCHING REQUIREMENT

This grant requires that the LP provide a 50:50 match to the grant dollars provided (i.e., LP receives \$1,500 grant, must match with \$1,500 of cash and/or in-kind services). Acceptable sources of match include homeowner portion of tree purchase (cash); administrative costs above the amount of the grant award (in-kind); volunteer time (reimbursed at \$16.50/hour for adults and \$8.25/hour for children under 16) (in-kind); staff time (if staff are assisting with distribution- reimbursed at hourly rate (overtime hours are acceptable) plus fringe benefits (in-kind); any equipment (i.e., trucks- reimbursed at Michigan Department of Transportation rates) or supplies that are used for the project (in-kind); fee for distribution location (in-kind).

All sources of match must be documented

The LP must track ALL income/expenses associated with the ROOT program both cash and in-kind (a template will be provided to assist LPs in tracking these expenses). This will not only assist the LP in submitting for reimbursement, but will also assist in the evaluation of the program.